12 - 8 - 6

A.F.

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Appl. No.:	09/750,255	Confirmation No.: 7414
Applicant:	Shrader et al.	
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Examiner:	Thomas M. Ho	
Docket No.:	AUS920000851US1	
Title:	ARCHITECTURE FOR A UNIFIED SYNCHRONOUS AND	
	ASYNCHRONOUS SEALED TRANSACTION	

Honorable Commissioner
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AMENDMENT OF APPEALLANT'S BRIEF FILED
IN RESPONSE TO OFFICE ACTION UNDER 37 C.F.R. § 1.192

This supplemental brief is filed in response to a Notification on Non-Compliant Appeal
Brief and to amend the previously filed Appeal Brief filed in November 21, 2005 which
was filed in support of the Notice of Appeal, which was filed September 21, 2005, which
appealed from the decision of the examiner dated April 21, 2005, rejecting claims 1-18.
The fee required under 37 C.F.R. § 1.17(c) for filing a brief in support of an appeal is
provided in the Transmittal of Appeal Brief filed herewith.

1. REAL PARTY IN INTEREST

The real party in interest in this appeal is International Business Machines Corporation (IBM).

2. RELATED APPEALS AND INTERFERENCES

With respect to other appeals or interferences that will directly affect, or be directly affected by, or have a bearing on the Board's decision in the pending appeal, there are no such appeals or interferences.

3. STATUS OF CLAIMS

Claims 1-18 are pending in this application; claims 1-18 have been finally rejected; claims 1-18 have been appealed. No claims have been allowed.

4. STATUS OF AMENDMENTS

No current amendments are pending.

5. SUMMARY OF THE CLAIMS

Claim 1 describes a general communication transmission method that enables a transmitted message to track activity to message during transmission. The method is implement independent of synchronous or asynchronous protocols over a computer network. In this method a method is first packaged in a data object for transmission (Fig. 3, step 40, [0028]). This message is sent to a designated recipient (Fig. 3, step 42, [0028]). During the transmission, the message may be received at other destinations (Fig 3, step 43, [0028]). These receipts may occur for various reasons that are not in the control of the sender. When a message is received at a location other than the designated recipient, the event of receiving that message at that location is recorded in a message transmission history that is generated for the transmitted message ([0029], abstract). While the message is at the received or current location, there is a determination of whether that current location is the designated location (Fig. 3, step 45, [0028, 0029]).

Claim 7 describes a system for transmitting messages spanning synchronous and asynchronous protocols over a computing network. This system has a network transmission mechanism for transmitting a message ([0016], [0024]). A data structure contains the information in the transmitted message (Fig. 4, [0028]). This data structure also has fields for containing various items related to the transmitted message. The system has a message transmission history file that contains events of each stop of a message from transmission to the final message destination (Abstract). Encryption key pairs ensure the authenticity and integrity of the message during the transmission between the sender and the receiver ([0026, 0030]).

Claim 10 describes a computer program product for implementation of the method of claim 1. This program has instructions for: packaging a message in a data object for transmission (Fig. 3, step 40, [0028]); sending a message to a designated recipient; receiving message may be received at other destinations (Fig. 3, step 42, [0028]); generating a message transmission history that records each stop of a message during the transmission (Abstract, [0029]) and instructions for determining whether a current message stop is the message destination (Fig. 3, step 45, step 45, [0028, 0029]).

Claim 16 describes a computer connectable to a distributed computing environment. This computer includes a mechanism for transmitting messages spanning synchronous and asynchronous protocols over a computer network. The computer contains: a processor (Fig. 1, 11, [0023]); a native operating system; a network transmission mechanism that enables transmissions across synchronous and asynchronous protocols [0016], [0024]); a data structure for containing the information message transmitted over the computer network, the data structure having multiple fields for containing various items related to the message being transmitted (Fig. 3, Fig 5); a means for generating and storing a history of intermediate stops that occurred during the transmission of an information package (Abstract); and encryption key pairs to ensure authenticity and

integrity of the message during transmission between sender and final receiver sites [0026], [0030]).

6. GROUNDS OF REJECTIONS TO BE REVIEWED ON APPEAL

6.A. – Was 35 U.S.C. § 102(e) properly applied in a rejection of claims 1-18 as being anticipated by Sudia et al. (U.S. Patent 6,209,091)?

6.B. – Was 35 U.S.C. § 102(b) properly applied in a rejection of claims 1 and 10 as being anticipated by Internet Explorer 3 for Windows for Dummies, Doug Lowe, IDG Books, 1996, pages 139-153.

7. ARGUMENTS IN SUPPORT OF SEPARATE PATENTABILITY

<u>7A.</u>

<u>Background discussion of message transmissions in view of Applicants' present invention</u>

Applicants' present invention allows multiple stops in a complete transmission and retains the history and integrity of the stops, as well as any modifications made by the stop point along the way. This invention allows any number of entities to participate in the sealed transaction, wherein each entity can add to the transaction, the complete transaction is protected from unintended recipients, and authentication and integrity is ensured with each entity. During the transmission, an entity may receive the transmitted message. The entity may add information or modify information in the message. The changes would be recorded in a data structure called a SignedData object. Each new entity that receives the message during the transmission may add a SignedData object to the transmitted. Through the SignedData objects, at the end of the transmission, there is a complete record of the events that occurred during the transmission of that message. In this method, the authenticity and integrity of the transaction is preserved.

<u>Initial review of the teachings of Sudia et al.</u>

Sudia describes a multi-step signing system and method that uses multiple signing devices to affix a single signature, which can be verified using a single public verification

key. Each signing device possesses a share of the signature key and affixes a partial signature in response to authorization from a plurality of authorizing agents. In a serial embodiment, after a first partial signature has been affixed, a second signing device exponentiates the first partial signature. Sudia does not describe or mention that ability to record the history of a transmission that is described in the present invention.

Distinction between Inventions

Sudia describes a multi-step signing system that uses a public key cryptosystem approach to sign an electronic document such that a recipient of the document can verify the signature using a public verification key of the signer. As a document moves from stop to stop it compiles part of the signature key. FIG. 10 illustrates the evolution of signatures on a document during routine multi-step signature operations. Each step 137 through 151 adds a portion of the signature.

Although Applicants' present invention allows for stops of a message during a transmission, the first distinction from Sudia is that the present invention is not supplying part of a predetermined signature to the message. Secondly, a modification or addition to the message can happen but may not happen. In Sudia, the purpose of the stop is to add another piece of the signature. Third, there is no predetermined set of stops along the transmission path of a message in the present invention. Because there is no predetermined set of stops, this generated transmission history enables one to determine the path of the message. Sudia does not provide the capability to generate a history of the transmission path. The locations cited in Sudia (Column 16, lines 45-52 and 57-65 and Figure do not describe the recording the event of receiving the packaged message by a current recipient in a message transmission history generated for the transmitted message step of claimed in Applicants' present invention.

In view of the above, Applicants respectfully submit US Patent 6,209,091 (Sudia) does not anticipate Applicants' described invention. Contrary to the Examiner's statements that all elements of Applicants' claims are disclosed in the cited reference, the step of recording the event of receiving the packaged message by a current recipient in a

message transmission history generated for the transmitted message is not so disclosed in Sudia. Therefore the 35 U.S.C. § 102(e) rejection of the claims should be withdrawn.

7B.

This article titled "Keeping in Touch with Microsoft Internet Mail". This article appears a user's manual for sending and receiving messages via the Internet. This article lists a table of content, which indicates that, this article covers topics that include: 'Reading your email', 'Sending electronic messages', 'Dealing with attachments', 'Using a Signature', 'Working with Folders', and 'Configuring Internet Mail'. The examiner cites pages 140 and 141 as locations that describe the elements of claims 1 and 10. With regard to the step in Applicants' claim 10 of: recording the event of receiving the packaged message by a current recipient in a message transmission history generated for the transmitted message, examiner asserts that Figure 11-1 on page 140 describes this step. Figure 11-1 shows a split screen on a display. The top portion of the display shows a list of received email messages. The description of Figure 11-1 listed on page 140 is as follows:

> As Figure 11-1 shows, Microsoft Internet Mail has a similar user interface to Internet Explorer. For example, the toolbars in Internet Mail work the same way as the Internet Explorer tools. Notice that the Microsoft Internet Mail window is divided into two major sections, called panes. The top pane, called inbox is a list of all the e-mail you have received. He bottom pane shows the text of the currently selected message.

The location cited by the examiner does not describe the activity of the message transmission history-generating step of Applicants present invention. Further, the cited reference "Keeping in Touch with Microsoft Internet Mail" does not describe a method of implementing the present invention. Therefore, the reference does not provide an enabling description of Applicants' present invention.

In view of the above, Applicants respectfully submit that the article titled "Keeping in Touch with Microsoft Internet Mail" does not anticipate Applicants' described invention. Contrary to the Examiner's statements that all elements of Applicants' claims are disclosed in the cited reference, the step of recording the event of receiving the packaged message by a current recipient in a message transmission history generated for the transmitted message is not so disclosed in this e article titled "Keeping in Touch with Microsoft Internet Mail". Therefore the 35 U.S.C. § 102(b) rejection of the claims should be withdrawn.

7. CONCLUSION

Applicants submit that all of the pending claims are in condition for allowance. Applicants further submit that the amendments as discussed with the Examiner were for the purpose of further defining the impersonator programs of the present invention. Applicants believe that no additional search should be required in view of the type of amendments Applicants made to the claims. Therefore, withdrawal of the rejections and passage to issuance is respectfully requested.

In view of the above arguments, it is respectfully urged that the rejection of the claims should not be sustained.

Respectfully Submitted,

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December 7, 2006

1. (Previously presented) A general communication transmission method that enables a transmitted message to span synchronous and asynchronous protocols over a computer network during one transmission comprising:

packaging a message for transmission in a data object, the message packages including information on the original message in the transmission;

sending the packaged message to a designated recipient entity;

receiving the message by a current recipient entity at a location;

recording the event of receiving the packaged message by a current recipient in a message transmission history generated for the transmitted message; and

determining whether current recipient entity is the designated recipient entity.

2. (Previously presented) The method as described in claim 1 further comprising before said designated recipient determining step, the step of modifying the packaged message information to indicate that the current recipient entity received the package message by adding substantive information to said packaged message.

3. (Original) The method as described in claim 1 wherein said message package is a data object with data fields containing the original message, signing certificate, signature bytes and signed attributes and wherein modification of the message package comprises creating a new data object that is added to the original data object, the new data object having additional information concerning the transmission.

4. (Original) The method as described in claim 1 wherein each recipient entity uses a public key and private key pair to authenticate the packaged message origin and contents.

5. (Original) The method as described in claim 4 further comprising verifying the packaged message by a recipient entity using the sending entities public key.

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6. (Original) The method as described in claim 1 wherein said step of determining whether current recipient entity is the designated recipient entity comprises determining whether the packaged message received by said recipient entity has an existing message.

7. (Previously presented) A system for transmitting messages spanning synchronous and asynchronous protocols over a computer network comprising:

a network transmission mechanism that enables transmissions across synchronous and asynchronous protocols;

a data structure for containing the information message transmitted over the computer network, the data structure having multiple fields for containing various items related to the message being transmitted;

a message transmission history file containing events of each of stop a transmitted message in route to the message destination; and

encryption key pairs to ensure authenticity and integrity of the message during transmission between sender and final receiver sites.

8. (Original) The system as described in claim 7 wherein said data structure contains information comprising original message, signing certificate, signature bytes and signed attributes.

9. (Original) The system as described in claim 7 further comprising additional data structures that can be linked and thereby added to the data structure of the original message at each receipt of the message during transmission, said additional data structures containing information about the message transmission.

10. (Previously presented) A computer program product in a computer readable medium for use in transmitting messages that span synchronous and asynchronous protocols over a computer network during one transmission comprising:

instructions for packaging a message for transmission in a data object, the message packages including information on the original message in the transmission;

instructions for sending the packaged message to a designated recipient entity;

instructions for receiving the message by a current recipient entity at a location;

instructions for recording the event of receiving the packaged message by a current recipient in a message transmission history generated for the transmitted message; and

instructions for determining whether current recipient entity is the designated recipient entity.

11. (Previously presented) The computer program product as described in claim 10 further comprising before said designated recipient determining instructions, instructions for modifying the packaged message information to indicate that the current recipient entity received the package message by adding substantive information to said packaged message.

12. (Original) The computer program product as described in claim 10 wherein said message package is a data object with data fields containing the original message, signing certificate, signature bytes and signed attributes and wherein said instructions for modifying the message package comprises creating a new data object that is added to the original data object, the new data object having additional information concerning the transmission.

13. (Original) The computer program product as described in claim 10 further comprising instructions for using a public key and private key pair to authenticate the packaged message origin and contents.

14. (Original) The computer program product as described in claim 13 further comprising verifying the packaged message by a recipient entity using the sending entities public key.

15. (Original) The computer program product as described in claim 10 wherein said instructions for determining whether current recipient entity is the designated recipient entity comprises instructions for determining whether the packaged message received by said recipient entity has an existing message.

16. (Previously presented) A computer connectable to a distributed computing environment and including a mechanism for transmitting messages spanning synchronous and asynchronous protocols over a computer network comprising:

      a processor;

      a native operating system;

      a network transmission mechanism that enables transmissions across synchronous and asynchronous protocols;

      a data structure for containing the information message transmitted over the computer network, the data structure having multiple fields for containing various items related to the message being transmitted;

      a means for generating and storing a history of intermediate stops that occurred during the transmission of an information package; and

      encryption key pairs to ensure authenticity and integrity of the message during transmission between sender and final receiver sites.

17. (Original) The computer as described in claim 16 wherein said data structure contains information comprising original message, signing certificate, signature bytes and signed attributes.

18. (Original) The computer as described in claim 16 further comprising a means for linking additional data structures to the data structure of the original message at each receipt of the message during transmission, said additional data structures containing information about the message transmission at each receipt.

EVIDENCE APPENDIX

In accordance with 37 CFR 41.37, submitted herein evidence entered by the examiner and relied upon by appellant in the appeal. The examiner in an office letter dated April 21, 2005 entered the evidence. The evidence includes:

United States Patent Number 6,209,091 – Sudia et al.

Internet Explorer 3 for Windows for Dummies, Doug Lowe, IDG Books, 1996, pages 139-153.

RELATED PROCEEDINGS APPENDIX

There are no related proceedings for this appeal.

Supplemental Appeal Brief
Appl. No. 09/750,255

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INTERNET EXPLORER 3

FOR

WINDOWS®

FOR

DUMMIES®

by Doug Lowe

IDG
BOOKS
WORLDWIDE

Chapter 11

Keeping in Touch with Microsoft Internet Mail

● ●

● ●

One of the main reasons many people use the Internet at all is for electronic mail, or *e-mail,* as it is called. You can think of e-mail as the high-tech ...uivalent of Mr. McFeeley, the friendly, bespectacled mailman on *Mr. Rogers' ...ighborhood.*

...ding an e-mail message is much like sending a letter through regular mail. ...oth cases, you write your message, put an address on it, and send it off ...gh an established mail system. Eventually, the recipient of the message ...es your note, opens it, reads it, and (if you're lucky) answers by sending a ...e back.

...offers certain advantages over regular mail. For example, e-mail ...its destination in a matter of minutes, not days. E-mail can be deliv- ...day of the week, including Sundays. And, as a special plus, no way yet ...our great-aunt to send you a fruitcake through e-mail.

...only thing that keeps the post office in business anymore, other than ...fruitcake, is that e-mail only works when both the sender and the ...computers that are connected to the Internet. In other words, you ...mail to someone who isn't on the Internet.

TIP
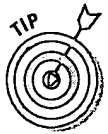
Internet Explorer 3.0 comes with a nifty little Internet e-mail p
called Microsoft Internet Mail. If you don't have Microsoft In
(don't walk) to the Microsoft download site at www.micros
download and obtain your copy of this cool little program. It
than whatever puny little e-mail program your Internet serv
and it's certainly better than The Exchange, the e-mail progra
with Windows 95.

Starting Microsoft Internet Mail

Like all Windows 95 programs, you can start the Microsoft Intern
gram in any of several ways. Here are some of the most popular

- ✔ Click the Start button and choose Programs⇨Internet Mail
- ✔ In Internet Explorer, choose Go⇨Read Mail.
- ✔ In Internet Explorer, click the Mail and News button and then
  Mail from the pop-up menu that appears.

However you open it, Internet Mail springs to life, displaying the wi
in Figure 11-1.
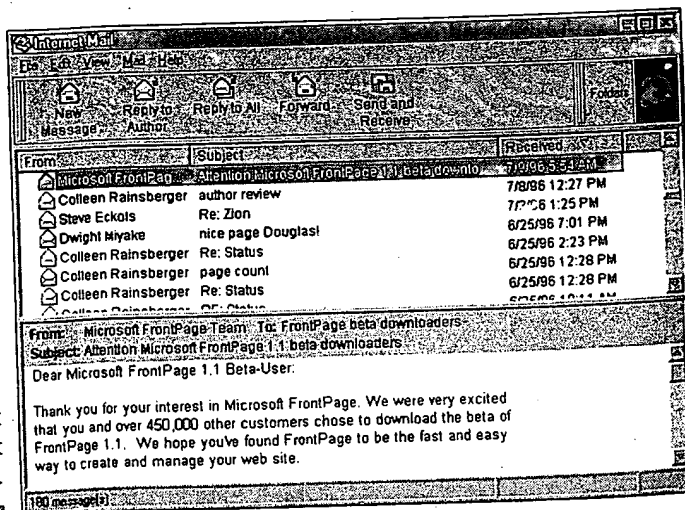
Figure 11-1:
Microsoft
Internet
Mail.

As Figure 11-1 shows, Microsoft Internet Mail has a similar user interface
Internet Explorer. For example, the toolbars in Internet Mail work the sa
as the Internet Explorer tools. Notice that the Microsoft Internet Mail wi
divided into two major sections, called *panes*. The top pane, called the r
a list of all the e-mail you have received. The bottom pane shows the te
currently selected message.

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program that c

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top pane
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ach time you start Microsoft Internet Mail, the program automatically checks to see whether you have received new mail. And provided that you leave Internet Mail open (you can minimize it if you wish), Internet Mail periodically checks to see whether new mail has arrived. Any new messages that you haven't yet read appear in boldface in the Inbox pane.
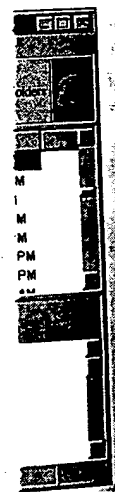
ng Electronic Mail

To send electronic mail, all you have to do is follow these steps:

1. Click the New Message button on the left side of the toolbar.

Or choose Mail⇨New Message or use the keyboard shortcut Ctrl+N. Whichever option you choose, the New Message dialog box shown in Figure 11-2 appears.
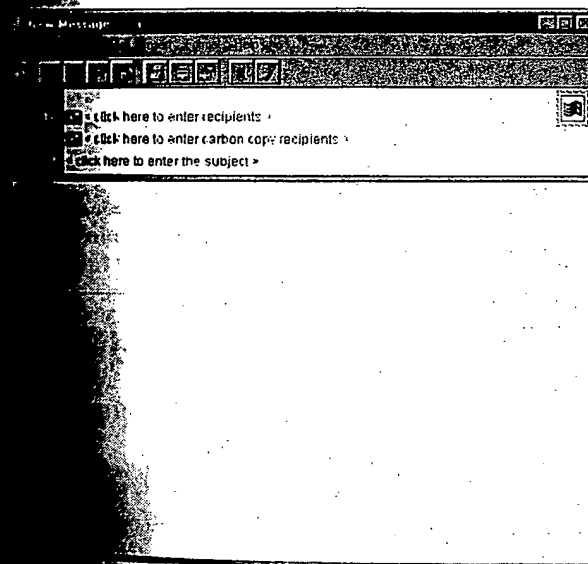
the To: field and type the Internet address of the person to you want to send the message.

here you see the words <click here to enter recipients> type the complete address. Note that you can send mail to more recipient by typing more than one name or address in the To: a semicolon between each name.

For examples of different kinds of Internet addresses, check out the nearby sidebar, "Addressing your e-mail."

3. **If you want to send a copy of the message to another user, type that person's address in the Cc: field.**

   Click where you see the words `<click here to enter carbon copy recipients>` and then type the address or addresses of anyone to whom you want to send a copy of the message.

4. **Type a succinct but clear title for the message in the Subject field.**

   Click where you see the words `<click here to enter the subject>` and then type the subject of your message. For example, type **Let's Do Lunch** or **Jetson, You're Fired!**

5. **Type your message in the message area of the New Message dialog box.**

   Figure 11-3 shows what a message looks like with all this information typed in and ready to go.
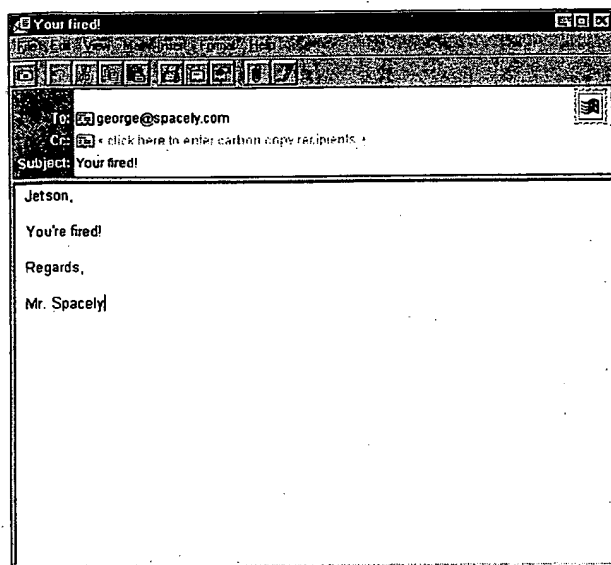
Figure 11-3:
A message ready to be sent.

6. **When you finish typing your message, click the Send button.**

   Internet Mail dismisses the New Message dialog box and places the message in your Outbox — a folder that contains messages you have created but that have not yet gone out to their intended recipients.

7. **To send the message, click the Send and Receive button.**

   You can also press Ctrl+M or choose Mail➪Send and Receive.

heck out the nea

user, type that

er carbon cop
; of anyone to wh

Subject field.

ter the subje
ple, type **Let's**

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Addressing your e-mail

with paper mail, before you send elec-
ail you have to know the address of the
whom you're sending it. The easiest
find out someone's e-mail address is
ask for it.

il to a user of one of the major online
mpose the user's e-mail address as

rica Online users, type the user
owed by @aol.com. For example,
ol.com.

✔ For CompuServe users, type the numeric
user ID followed by @compuserve.com.
Be sure to use a period rather than a comma
to separate the two parts of the numeric user
ID. For example:

12345.6789@compuserve.com.

✔ For users of The Microsoft Network, type the
user name followed by @msn.com. For
example, BillG@msn.com. (No, that's not
really Bill Gates's e-mail address. So please
don't flood The Microsoft Network with hate
mail — or love mail — for Bill!)

Note: You can skip this step if you first configure Internet Mail to send all
mail messages immediately. To do so, choose Mail➪Options, check the Send
messages immediately option (found under the Send tab), and click OK.

you're working in Internet Explorer and you want to send some quick e-mail
thout starting up Internet Mail, just click the Mail and News button in the
olbar and choose New Message from the pop-up menu that appears. This
mand takes you straight to a New Document window, where you can
pose and deliver your message without starting Internet Mail.

ad of typing a full Internet address, you can simply type the person's name
have already created an entry for that person in your Address Book. For
formation, see the section "Using the Address Book," later in this

not sure that you've typed the names and addresses correctly, click the
ames button. This feature checks the names you've typed against the
ok to reveal any errors. (Internet Mail assumes that any name you
form of an Internet address rather than using the Address Book is
eck Names checks to make sure that the address is in the correct
does not check to make sure that the address actually exists.

Address Book

sers have a relatively small number of people with whom they
on a regular basis. Rather than retype their addresses every
mail to these people, you can store your most commonly used

addresses in Internet Mail's Address Book. As an added be...
Book lets you refer to your e-mail friends by name (for exa...
rather than by address (george@spacely.com).

Adding a name to the Address Boo...

Before you can use the Address Book, you must add the nam...
correspondents to it. The best time to add someone to the Add...
after you receive e-mail from that person. Here's the procedur...

1. **Open an e-mail message from someone you want to add...**
   Book.

   The message is displayed. For more information about readi...
   the section "Receiving Electronic Mail" later in this chapte...

2. **Right-click the user's name and then choose Add to Addre...**

   The address is added to the Address Book.

3. **Close the message.**

   Thereafter, you can access the person's address in the Addres...

To add someone from whom you have not yet received mail to your...
Book, follow these steps:

1. **In Internet Mail, choose File➪Address Book.**

   The Address Book window appears, as shown in Figure 11-4.

2. **Click the New Contact button.**

   The Properties dialog box appears, as shown in Figure 11-5.
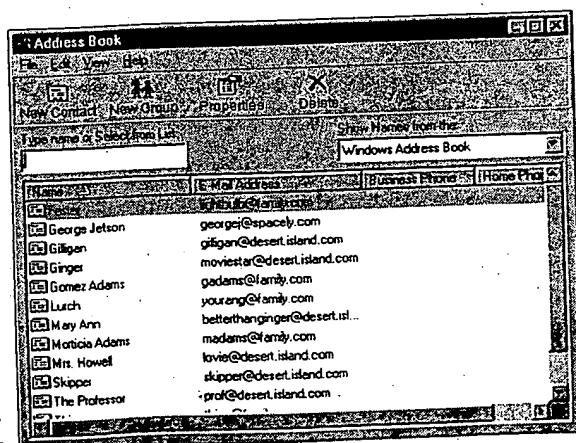
Type the inf...

At a minimu...
If you want t...
numbers an...

4. **Click OK.**

   The Addres...

Using an

To send a mess...
steps:

1. **In the Ne...**
   the To: fi...

   The Sele...

2. **Double...**

   The per...
   box. If d...
   person...

   Note: ...
   names...
   icon n...

3. **After...**

Figure 11-4:
The Address
Book in all
its glory.

Figure 11-5:
The
Properties
dialog box
for an
Address
Book entry.
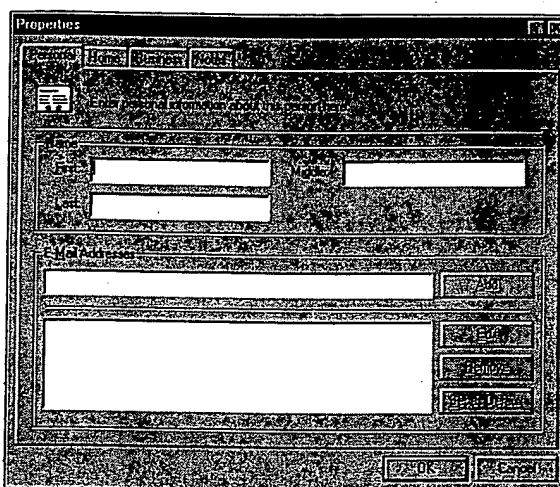
3. **Type the information for the new Address Book entry.**

   At a minimum, type the person's first and last name and e-mail address. If you want to, you can include additional information such as phone numbers and addresses under the Home, Business, and Notes tabs.

4. **Click OK.**

   The Address Book entry is created.

Using an address from the Address Book

To send a message to a user who is already in the Address Book, follow these steps:

1. **In the New Message window, click the little Rolodex-card icon next to the To: field.**

   The Select Recipients dialog box appears, as shown in Figure 11-6.

2. **Double-click the name of the person to whom you want to send mail.**

   The person's name is added to the To: list on the right side of the dialog box. If double-clicking is against your religion, just click once on the person's name and then click the To button.

   Note: You can add more than one name to the To: list, and you can add names to the Cc: list by selecting the name and clicking the Rolodex-card icon next to the Cc: field.

3. **After you have selected all the names you want, click OK.**

Figure 11-6:
The Select
Recipients
dialog box.
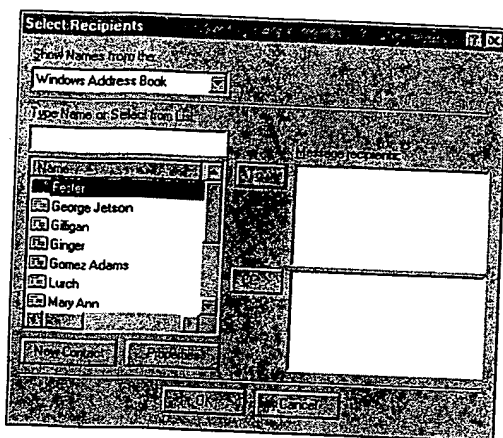
Poof! You're back at the New Message dialog box, and the nam
selected appear in the To: and Cc: fields.

Changing or deleting Address Book entrie

On occasion, one of your e-mail buddies switches Internet providers a
you a new Internet address. Or you may lose touch with someone and
remove his or her name from your Address Book. Either way, the follo
steps guide you through the process of keeping your Address Book up

1. From Internet Mail, choose File⇨Address Book.

   The Address Book dialog box appears (refer to Figure 11-4).

2. Click the address you want to change or delete.

3. To delete the address, click the Delete button.

4. To change the address, click the Properties button.

   When the Properties dialog box appears, make any necessary chang
   then click OK.

5. Click OK when you're finished.

Checking your message for spelling errors

If you have Microsoft Office or any of its programs (Word, Excel, or
PowerPoint), Internet Mail includes a bonus feature: a spell checker that is
capable of catching those embarrassing spelling errors before they go ou
the Internet. The spell checker checks the spelling of every word in your
message, looking up the words in its massive dictionary. Any misspelling i
brought to your attention, and the spell checker is under strict orders from

Gates himself not to giggle or snicker at any of your misspellings, even if you insist on putting an *e* at the end of *potato*. The spell checker even gives you the opportunity to tell it that you are right and it is wrong — and that it should learn how to spell the way you do.

To spell check your messages, follow these steps:

1. **Choose Mail⇨Check Spelling.**

   The spell checker comes to life, looking up your words in hopes of finding a mistake.

2. **Try not to be annoyed if the spell checker finds a spelling error.**

   Hey, you're the one who told it to look for spelling mistakes; don't get mad if it finds some. When the spell checker finds an error, it highlights the offending word and displays the misspelled word along with a suggested correction, as in Figure 11-7.

Figure 11-7:
The spell checker points out an embarrassing spelling error.

3. **Choose the correct spelling and then click Change, or click Ignore to skip to the next word the spell checker doesn't recognize.**
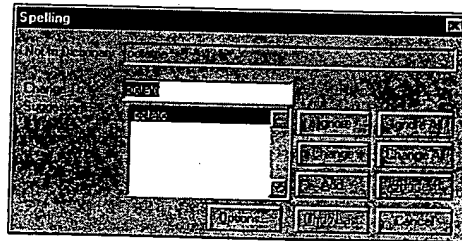
   If you agree that the word is misspelled, scan the list of suggested corrections and click the one you like. Then click the Change button.

   If, on the other hand, you prefer your own spelling, click Ignore. To prevent the spell checker from asking you over and over again about a particular word that it doesn't recognize (such as someone's name), click Ignore All.

4. **Repeat Steps 2 and 3 until the spell checker gives up.**

   When you see the message The spelling check is complete, your work is done.

Sending Attachments

An *attachment* is a file that you send along with your message. Sending an attachment is kind of like paper-clipping a separate document to a letter. In fact, Internet Mail uses a paper-clip icon to indicate that a message has an attachment, and the button you click to add an attachment sports a paper-clip design, as well.

Adding an attachment

Be aware that sending large attachments can sometimes cause e-mail troubles, especially for attachments that approach a megabyte or more in size. There's no predicting when and where such trouble will occur, and no one in the Internet business likes to admit that it happens, but it does. If you send a large attachment to someone, and your e-mail doesn't go through, try sending it again.

Here is the procedure for adding an attachment to an outgoing message:

1. Click the Insert File button.

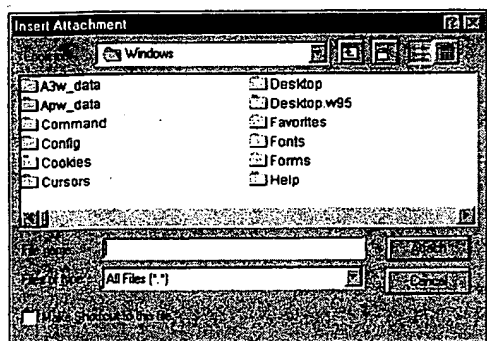The Insert Attachment dialog box shown in Figure 11-8 appears.

Figure 11-8:
Inserting an
attachment.

2. Rummage through the folders on your hard disk until you find the file you want to insert.

When you find the file you want to attach, click the filename to select it.

3. Click Attach.

The file is inserted into the message as an attachment. An icon appears in a separate pane in the New Message dialog box, as you see in Figure 11-9. Which icon appears depends on which program the attachment is associated with.
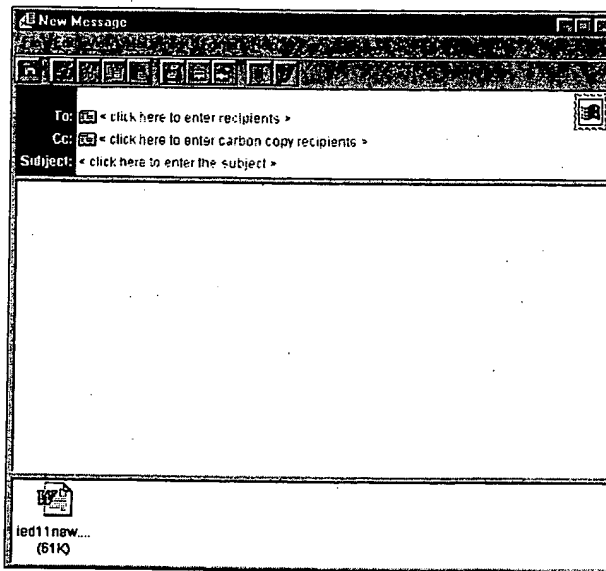
Figure 11-9:
Attachments
appear as
icons in
e-mail
messages.

4. Finish the message and then click the Send button.

Complete the rest of the fields in the New Message dialog box, and type a
message to go along with the attachment. When you're message is com-
plete, send it on its way.

Changing the encoding scheme

Internet e-mail was designed to send text-based messages, not messages that
include binary data such as program files or graphics. To get around this
limitation, most e-mail programs (including Internet Mail) let you send and
receive encoded data. *Encoded data* is binary information that has been con-
verted into a form that normal Internet e-mail can handle. When the mail arrives
at its destination, the encoded data is decoded so that the recipient can access
the binary file in its original form.

Two popular methods are used to send encoded data. By default, Internet Mail
uses an encoding scheme called MIME. If the recipient of your message com-
plains that he or she cannot read the attachment, you can change the encoding
scheme to an alternate scheme called *Uuencode* (pronounced "you-you-
encode"). Neither scheme appears to have an inherent advantage over the
other, except that your recipient may be able to deal with Uuencode but not
MIME, or vice versa.

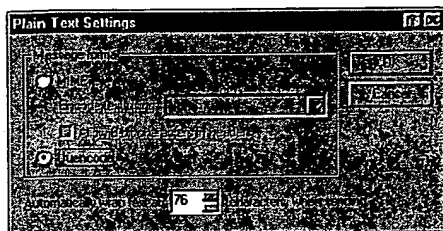To change encoding schemes, follow these steps:

1. **Attach a file according to the procedure described in "Adding an attachment."**

   Stop before completing the last step — sending your message.

2. **In the New Message dialog box, choose Format⇨Settings.**

   The Plain Text Settings dialog box appears, as shown in Figure 11-10.

3. **Change the Message format setting from MIME to Uuencode.**

4. **Click OK.**

The preceding steps change the format to Uuencode for the current message only. To change the default message format for *all* messages, choose Mail⇨Options from Internet Mail's main window. Then change the Mail Sending Format option in the Send tab of the Options dialog box.

Adding a Signature

As you surf the Net, you discover that many Internet users conclude all of their e-mail and newsgroup messages with a special *signature* — a line or two of text that includes their name, contact information such as their e-mail address and sometimes their phone or fax number, and often a witty saying. Special e-mail software automatically adds these people's signatures to the end of every message, so they don't have to type their signatures each time.

Internet Mail lets you tag your own signature on to the end of your e-mail messages. Follow these simple steps to set up your own signature:

1. **Choose Mail⇨Options and click the Signature tab.**

   The Signature options appear.

2. **Click in the Text button.**

3. **Type the text you want to use for your signature.**
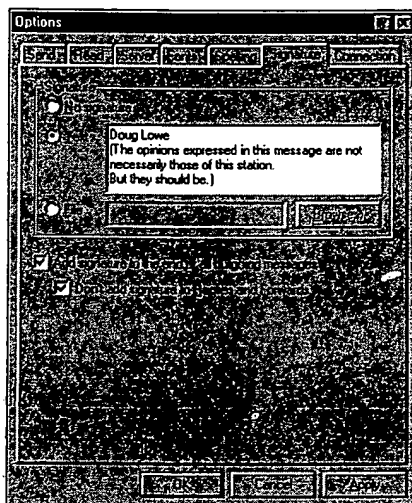
   Figure 11-11 shows an example.

Figure 11-11:
A typical
signature.

4. **Check the Add Signature options to make sure that they're to your liking.**

   The default settings are probably what you want to use: The signature will be automatically added to all new messages, but won't be added to replies or forwards.

5. **Click OK.**

If your signature is lengthy, you may want to create it in a separate file and choose the File option for the signature. This option is commonly used along with a program that automatically changes the signature file in some way each day — perhaps to add the date or to insert a random quotation. Such tricks are clearly in the realm of nerddom and best avoided by ordinary folk.

Receiving Electronic Mail

Electronic mail wouldn't be much good if it worked like a send-only set, sending out messages but not receiving them. (I once had an aunt who worked that way.) Fortunately, you can receive e-mail as well as send it — assuming, of course, that you have friends who write.

To read electronic mail that other users have sent you, follow these steps:

1. **Start Internet Mail.**

   Refer back to the section "Starting Microsoft Internet Mail," at the beginning of this chapter, if you're not sure how.

   After Internet Mail starts, it immediately checks to see whether you have any new messages. If you do, your computer beeps and the subject line and sender name for the new messages are displayed in boldface in the Internet Mail window.

2. **Double-click a new message to read it.**

   The message is displayed in its own window.

3. **Read the message.**

4. **After you read the message, dispense with it in one of the following ways:**

   - If the message is worthy of reply, click the Reply to Sender button. A new message window appears, allowing you to compose a reply. The To: field is automatically set to the user who sent you the message, the subject is automatically set to RE: (whatever the original subject was), and the complete text of the original message is inserted at the bottom of the new message. Compose your reply and then click the Send button.

   - If the message was originally sent to several people, you can click the Reply to All button to send a reply to all of the original recipients.

   - If the message was intended for someone else, or if you think someone else should see it (maybe it contains a juicy bit of gossip!), click the Forward button. A new message window appears, allowing you to select the user or users to whom the message should be forwarded. The original message is inserted at the bottom of the new message, with space left at the top for you to type an explanation of why you are forwarding the message (Hey Mr. Spacely, get a load of this!).

   - To print the message, click the Print button.

   - To save the message, click the Save button.

   - If the message is unworthy even of filing, click the Delete button. Poof!

5. **If you have additional messages to read, click the Next or Previous buttons to continue reading messages.**

   Click the Next button to read the next message in sequence.

   Click the Previous button to read the previous message.

Saving an Attachment as a File

If someone is kind enough to send you a message that includes an attached file, you can save the attachment as a separate file by following these steps:

1. **Open the message that has the attachment.**

   You can tell which messages have attachments by looking for the paper-clip icon next to the message in the message list.

2. **Right-click the attachment icon and then choose the Save As command from the pop-up menu.**

   A Save As dialog box appears.

3. **Choose the location where you want to save the file.**

   You can use the controls on the standard Save As dialog box to navigate to a different drive or folder.

4. **Type a filename for the file.**

   Internet Mail, always trying to help you out, proposes a filename. You need type a new filename only if you don't like the filename that Internet Mail proposes.

5. **Click Save.**

   The attachment is saved as a file.

You can immediately view an attachment by double-clicking on it. If the attachment is a document, Windows 95 launches the appropriate application to open the document. If the attachment is a sound file, Windows 95 plays the sound — provided your computer is equipped with a sound card.

Beware of attachments from unfamiliar sources: They may contain a virus that could infect your computer. Unfortunately, Internet Mail doesn't have any built-in virus protection. So if you are concerned about viruses (and you should be), purchase and install separate virus protection software.

Using HTML Formatting

Internet Mail has a nifty feature that enables you to add formatting to your e-mail messages. To accomplish this feat, Internet Mail uses the same HTML formatting codes used to create pages on the World Wide Web. Of course, when you send an HTML-formatted message to another Internet user, that user must have a mail program that is capable of reading messages formatted with HTML. Otherwise, your beautiful formats will be for naught.